

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

MS OFFICE INTEGRATION

ITSC 1070

(12 hours)

COURSE SYLLABUS

Course Description: Instruction in terminology, computer operation, editing functions, formatting, and special text options. Create, edit and print reports using OLE function.

Objectives: Every student will be able to:

- Create a Report using Excel and Word
- Use Paste Special
- Use OLE (Object Linking and Embedding)
- Use Recovery documents
- Link files together
- Embed objects in Microsoft Office software
- Explain and use file extensions
- Use the PrtSc key function
- Share files/documents across the network.

Rationale: MS Office is one of the most popular software programs used in the business community. This course will enable students to efficiently use Microsoft Office Suite of application.

Required Material: None

Type of Course: Short Course

Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

MS OFFICE INTEGRATION

ITSC 1070

(12 hours)

COURSE SYLLABUS

Course Outline:

- I. Using PowerPoint with other programs (3 hours)
 - A. Object Linking and Embedding
 - B. Editing Linked and Embedded Objects
 - C. Transferring Text into PowerPoint from Word
 - D. Transferring PowerPoint Data to a Word Document
 - E. Embedding an Excel Worksheet in a Slide
 - F. Inserting Slides from Other Presentations
 - G. Saving a File for Use in Another Application

- II. Access (4 hours)
 - A. Table lookups, validation and input masking
 - B. Modifying relationships
 - C. Designing and running Delete and Update queries
 - D. Cross tab, Append, Make-Table and Parameter queries
 - E. Expressions in Access
 - F. Calculations in a query
 - G. Controls on forms and reports including sub forms
 - H. Simple macros
 - I. Importing and exporting data

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

MS OFFICE INTEGRATION

ITSC 1070

(12 hours)

COURSE SYLLABUS

- III. Excel (2 hours)
- A. Outlining, Sorting, Data Validation,
 - B. Subtotals, Filtering Data, Pivot Tables,
 - C. Consolidate, Importing, Add-Ins, Analysis Tools,
 - D. Paste Special, Analyze Database
 - E. Working with Multiple Workbook
 - F. Creating Custom Views; Creating a Workspace File
 - G. Using Workspace Files; Linking Workbooks
 - H. Creating Formulae to Link Data
- IV. Importing and Exporting Data (3 hours)
- A. Using Paste Special
 - B. Object Linking and Embedding
 - C. Sharing Data with Other Applications
 - D. Importing a Text File into Excel
 - E. Importing Data from Web Pages

Student Assessment Checklist:

At the completion of the course each student will be able to:

1. Create a Report using Excel and Word
2. Use Paste Special
3. Use OLE (Object Linking and Embedding)
4. Use Recovery documents
5. Link files together
6. Embed objects in Microsoft Office software
7. Explain and use file extensions
8. Use the PrtSc key function
9. Share files/documents across the network.